



MWR Marketing Division Media Request Form

Fort Jackson, South Carolina

POST LEADER REQUEST

Date Information (please print)

Date of Request:	Request Completion Date:	Date to be Used:
Date[s] to Run	From:	To:

Point Of Contact Information

Main POC Name	
Back-up POC Name	
Phone / Fax / Cell	
E-mail address	
Directorate or Activity	

Post Leader

Event Title:	Event Location:
Event Date:	Event Time:
*Date(s) to Run :	Open to:
Fees / Charges:	Event POC:

Special Events Features or Additional Information:

To expedite your project, please e-mail word, text and/or image files to the MWR Marketing Division Graphic Artist. Please include information listed above in e-mail. Call 751-6990 for more information.

*Please Note: The MWR Marketing Division accepts Fort Jackson Leader Requests for MWR and DCA activities only. Submissions are collected until Thursday to appear in the following Thursday's edition [space permitting at the discretion of the Leader].